

Pioneering Care Partnership Trustee's Information Pack



The Queen's Award for Voluntary Service

PCP



Health, wellbeing
and learning for all



Welcome to the Pioneering Care Partnership (PCP)



Firstly, let us thank you for your interest in the Pioneering Care Partnership (PCP) and for considering a joining us as Trustee. PCP is a well-respected award-winning health and wellbeing charity with a history spanning almost 25 years. Working across the North East of England we deliver a vast array of projects and services.



Our trustees work tirelessly to support the Charity alongside a tenacious, driven and determined staff team who keep putting PCP on the map. PCP's work has continued to evolve, meaning we are well-placed to be able to support those who benefit from our projects and services. Despite economic challenges, we have maintained a 'steady ship' whilst navigating through the ever-changing landscape of health and social care services. PCP benefits from the breadth of projects and services we provide, not only does this provide us with some stability, but it also enables us to respond quickly to the needs of local people to develop new ideas and initiatives in partnership with communities.

Our Chief Executive, Carol, continues to be a champion for the voluntary and community sector, providing leadership support to the Community Mental Health Transformation programmes, and also bringing together partner organisations to design and deliver adult mental health support, all with the aim of providing services closer to home in a more joined up way.

PCP or the 'Pioneering Care Partnership' describes the very nature of our organisation;

- We are pioneering, adaptable to change and responsive with an eye for new ideas and creativity;
- We care about our communities and the people we're here to serve; and
- Everything we do, we try to do in partnership, as we truly believe bringing like-minded people together is a positive thing.

Ensuring our internal processes are solid is a key consideration and our board and sub-committee structure continue to review, update and needed make the necessary changes needed to realise our charitable purpose, mission and aims and strategic business plan.

Amidst change it is good to have some stability and our trustee membership has remained consistent. However, to ensure we remain pioneering we are looking for new trustees, so if you're interested in working with a forward-thinking, positive health and wellbeing charity please read on!

Many thanks

PCP Trustees

PCP Patron: Carol Briggs

Introducing PCP's Trustees:

- ✿ Heather Brewster, Chair
- ✿ Lynn Mohan, Treasurer
- ✿ Dame Dela Smith
- ✿ Dr Mark Sacco
- ✿ Neil Hurst



Message from PCP's Chief Executive

Dear prospective trustee,

I am delighted you are interested in finding out more about PCP's and potentially joining our dedicated and supportive Board of Trustees, who help to govern and drive forward the Pioneering Care Partnership (PCP), a multi award-winning charity based in the North East.

Over the years PCP has changed and developed to meet the needs of the communities and people we serve; we deliver a range of health and wellbeing projects and services, manage a 'one-stop-shop' healthy living centre and work closely with voluntary and statutory partners to help create capacity within our area,

Over the past 12 months, despite continuing measures and restrictions, there have been many great achievements, and I encourage you to read our most recent annual report to get a flavour of the brilliant work staff and volunteers do on a daily basis. During 2021-22 PCP has maintained consistent delivery; sessions and activities were offered in-person and online and our staff returned to offices in a 'blended' approach; some set days in and some working from home. This has worked well ensuring that we're accessible to support in communities. PCP has, and continues to, prioritise employee wellbeing with staff benefiting from additional weekly wellbeing time so they can enjoy paid time-out to focus on their own health.

Across the organisation our volunteers, including our trustees, bring a wealth of skills, experience and enthusiasm; with over 400 volunteers dedicating 5,500 hours of support we couldn't achieve so much without their help, and for this I am truly grateful.

The Pioneering Care Centre is now almost back in full swing, with over 377,000 visits to the Centre, an increase of 16% from 2019-20 when the pandemic paused everything. The range of services continues to grow, gardeners, cycling groups and the Garden Kitchen coffee shop are all operational. The befriending groups have been particularly successful, and classes and courses continue to develop. Walking groups will be restarting soon; people are keen to reconnect, meet others and make new friendships.

Our vast array of projects continues to grow and reach out to support more people right across the region. PCP's reputation is built on quality delivery, effective and meaningful projects and services, and our ability to encourage and motivate people to make changes and improvements for themselves.

As I move into my 20th year of working with PCP my pride and admiration still grows every day. I have the pleasure of seeing our projects and services in action; witnessing first-hand the difference we make to people's lives. I am in awe of everyone who works or volunteers with us and the way they selflessly help others, always going the extra mile to support our communities to thrive.

I hope this trustee recruitment pack helps you to understand more about PCP and motivates you to want to get involved. If you would like an informal chat with Heather and I please contact pa@pcp.uk.net and we'll plan something in.

We look forward to hearing from you soon.

Best wishes
Carol Gaskarth
PCP Chief Executive



Background

PCP was established in 1998 after a group of local people saw a need to bring health and care services together under one roof. They recognised those accessing services were required to travel across County Durham and service delivery was not joined up. A steering group formed and shortly afterwards charity status was granted.

Through their tenacity and skills, and in conjunction with partners at the local authority and in health, land in Newton Aycliffe was identified and funding secured. The vision of the Pioneering Care Centre became a reality in 1999 with a turf cutting ceremony and later that year the charity took over management, the first tenants moved in, and we started our first project, 'Options' supporting adults with learning and physical disabilities to improve their independence.

In 2002 PCP began its journey to take services into communities and the outreach delivery quickly grew. Over the years numerous successful projects have been delivered in partnership including Passport to Health, the Expert Patient Programme, Older People Roadshows, Steps to Health, Positive Steps and Health Trainer services. Many of these projects were the catalyst for the current projects we deliver including Wellbeing for Life, Community Connect and employability support. In addition to outreach development the Centre continued to thrive, and we were running out of space. In 2010 an extension was built which increased the footprint of the building by over a third.

The focus remained on County Durham until around 2012 when PCP successfully tendered to oversee a number of local Healthwatch contracts across the North East. To this date we continue to support Healthwatch in Sunderland, County Durham, Middlesbrough, Redcar and Cleveland and Stockton-on-Tees. PCP has also grown the range of projects and services and now also delivers workplace health, cancer awareness, befriending and social prescribing projects.

More recently PCP has supported with the response to the COVID-19 pandemic. Providing access to facilities for vacation programmes and through staff assisting with doorstep support, marshalling at vaccination centres and signposting. As we move into recovery PCP's emphasis is now on assisting with community resilience and providing support with both the emotional and physical impact of the virus.

PCP is 'Pioneering' we don't stand still and continue to work successfully with people across the North East towards our mission and aim.



Mission, Aims and Outcomes

PCP Mission, or charitable objective is: **Health, Wellbeing and Learning for All**

To achieve this mission there are a number of overarching aims and outcomes we work towards.

PCP Aims to improve health and wellbeing through the development and provision of:

- ✿ Services that build capacity with individuals and communities to improve their own health and have greater choice and control;
- ✿ Projects/services that tackle health inequalities; and
- ✿ Providing locally accessible services in community settings;

The long-term **Outcomes** the PCP seeks are:

- ✿ To promote independence, choice & control
- ✿ To improve lifestyle
- ✿ To increase knowledge & skills
- ✿ To improve physical health
- ✿ To improve confidence, self-esteem & well-being
- ✿ To improve economic well-being
- ✿ To build community capacity
- ✿ To improve access to services for disadvantaged communities & groups
- ✿ To promote social inclusion
- ✿ To promote independence, choice & control

Every project or service that PCP delivers contributes to the above.

To find out more about the projects or services PCP delivers and our impacts you can:

- ✿ Visit our website <https://www.pcp.uk.net/>
- ✿ View our online newsletters and annual report: <https://issuu.com/pioneeringcare>



Our Core Values



Making a Difference:
Our purpose is to help people and communities. By making a tangible social impact and striving for continuous improvement by learning from best practice;



Friendly:
Being pleasant, kind and approachable at all times; ensuring others feel comfortable and welcome;



Positive:
Taking a positive or optimistic attitude, seeing strengths and opportunities whilst challenging negative perspectives;



Supportive:
Providing encouragement and practical assistance to solve problems or overcome obstacles; and others feel comfortable and welcome;



Team:
Engaging with people in open, mutually-beneficial ways, being inspiring and uplifting when working with others.



Trustee Role Advert

Being a Trustee gives you an opportunity to use your skills, experience and knowledge for the benefit of charity and your community whilst offering you ways to develop new skills.

We are currently seeking motivated and focused individuals to join our effective Trustee Board. You may have a background in the charity sector, or it might be new to you; ultimately, we need people with a willingness learn, the ability to work as part of a team and vision to oversee and encourage the future development of PCP.

In particular we're looking people who might have one of the following attributes:

- ✿ An understanding of charity governance
- ✿ Legal background or skills
- ✿ Knowledge of Equality, Diversity and inclusion principles
- ✿ Knowledge of the communities we serve and/or services PCP provides
- ✿ Personal experience of using PCP services

Trustees must work with integrity, objectivity and openness and PCP welcomes applications from candidates who are keen to make a difference and in particular you may have a background, skills or knowledge in one or more of the following disciplines:

- ✿ Learning or Education
- ✿ Public Health or Mental Health
- ✿ Social Care

We expect our Trustees to have a strong commitment to the organisation, regularly attend meetings, and to be able to contribute positively and constructively to discussions. Training will be provided to ensure understanding of the Trustee role, the principles of good governance and PCP's purpose, vision and values.

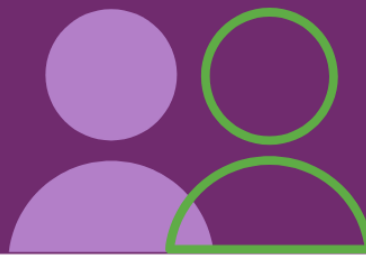
Depending upon the number of sub committees' trustees join the average time commitment is approximately 7 hours per month. Trustees are also regularly invited to events and activities in addition to meetings.

If you would like an informal chat please contact Carol Gaskarth, Chief Executive via email to pa@pcp.uk.net.

A Trustee application form is available at the end of this document. Please email pa@pcp.uk.net if you would like a MS Word version.

We are an equal and diverse organisation and particularly welcome applications from groups who are currently underrepresented at PCP, such as men, people with sensory impairments and carers





Trustee - Voluntary role

Accountable to: PCP Chair & Board of Trustees

PCP Trustee Duties:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To ensure that the organisation prepares reports on what it has achieved and Annual Returns and accounts as required by law
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation.
- Act with integrity and avoid any personal conflicts of interest.
- To protect and manage the property of the organisation and to ensure the proper investment of the charity's funds.

Commitment

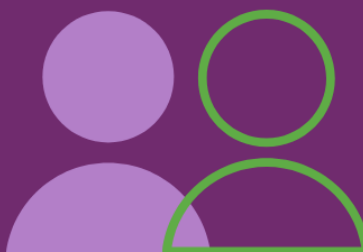
Generally, the time commitment varies according to the size and activities of the charity. PCP is a well-developed charity and therefore requires Trustees to focus on governance and strategic matters.

PCP Trustees must commit to regularly attending quarterly Board meetings, the Annual General Meeting (AGM), the AGM pre-meeting and any other extraordinary meetings as required. Trustees should also be able to support relevant sub-committees or special interest groups as appropriate. This averages at approximately 7 hours a month.

The time commitment varies but it is expected that all Trustees can commit to:

- A term of office of between 1 and 3 years, as agreed with the Board of Trustees
- Regular attendance – Trustees will be removed if they fail to attend 3 consecutive meetings, on separate dates (this includes sub-committees, full Board of Trustees and the AGM) or after absence of 6 months.
- Time to read meeting papers in advance.
- Essential training in relation to governance, policy and development.

Experience, skills, knowledge and qualities of a PCP Trustee



	Essential	Desirable
Education and Training		
Willingness to undertake governance and policy training as relevant	✓	
Commitment to continuous professional development	✓	
Skills and Competencies		
Sound business acumen competent in a broad range of strategic and business areas which align to PCP's mission.	✓	
Understanding of charity financial compliance and regulations		✓
Skilled in maintaining a strategic approach to governance	✓	
Competent in interpreting complex material or multiple information sources	✓	
Experience		
Experience supporting the development of organisational strategy		✓
Experience of being a trustee or governor within a charity or similar environment		✓
Experience of accessing PCP projects or services		✓
Experience of chairing meetings and providing constructive feedback		✓
Experience of leading processes such as hearings and appeals		✓
Knowledge and Understanding		
A clear understanding and appreciation PCP's mission, aim and core values	✓	
Knowledge of the principles of good governance	✓	
Understanding of legal duties, responsibilities and liability of trusteeship	✓	
Knowledge of the principles of Equality, Diversity and Inclusion	✓	
Other/Personal Qualities		
Ability to make independent well-informed judgements and decisions	✓	
Strong communicator	✓	
Ability work well as part of an effective team	✓	

Trustee Code of Conduct

Organisational Ethos

As a Trustee (Director in relation to Company's House) of PCP I promise to abide by the fundamental ethos underpinning all activity. These are:

Accountability

Everything PCP does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within PCP and equally when dealing with individuals and institutions outside it.

Transparency

PCP strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament. Additionally, I agree to the following points:

Law, mission, policies

- ✿ I will not break the law or go against charity regulations in any aspect of my role of Trustee/Director.
- ✿ I will support the mission and consider myself its guardian.
- ✿ I will abide by organisational policies.
- ✿ Conflicts of interest - I will always strive to act in the best interests of the organisation. I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises. I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

Through my role as a Trustee:

- ✿ I will not break the law, go against charity regulations or act in disregard of organisational policies.
- ✿ I will strive to establish respectful, collegial and courteous relationships with those I come into contact with.

Protecting the organisation's reputation

- ✿ I will not speak as a Trustee of PCP to the media or in a public forum without the prior knowledge and approval of the Chief Executive or Chair.
- ✿ When I am speaking as a Trustee of PCP, my comments will reflect current organisational policy, even if these do not agree with my personal views.
- ✿ When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- ✿ I will respect organisational, board and individual confidentiality.
- ✿ organisations or about important issues for the organisation.
- ✿ I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar

- ✿ Should there be an occasion where I have spoken as a Trustee of PCP to the media or in a public forum, when prior consent has not been obtained, I will inform the Chair or Chief Executive at once and detail the circumstances and comments made.

Personal gain

- ✿ I will not personally gain materially or financially from my role as Trustee, nor will I permit others to do so as a result of my actions or negligence.
- ✿ I will document expenses and seek reimbursement according to procedure.
- ✿ I will not accept substantial gifts or hospitality.
- ✿ I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom

- ✿ I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by PCP.
- ✿ I will abide by board governance procedures and practices.
- ✿ I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- ✿ I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- ✿ I will honour the authority of the Chair and respect their role as meeting leader.
- ✿ I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- ✿ I will accept a majority board vote on an issue as decisive and final.
- ✿ I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.

Enhancing governance

- ✿ I will participate in induction, training and development activities for Trustees.
- ✿ I will continually seek ways to improve board governance practice.
- ✿ I will strive to identify good candidates to be future Trustees and appoint new Trustees on the basis of merit.
- ✿ I will support the Chair in their efforts to improve their leadership skills.
- ✿ I will support the Chief Executive in their executive role and, with my fellow board members, seek development opportunities for them.



Leaving the board

- ✿ I understand that substantial breach of any part of this code may result in my removal from the Board of Trustees.
- ✿ Should I resign from the board I will inform the Chair and Chief Executive in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.



Application Process and Timetable



PCP aims to support you at every stage of this process and our friendly staff are on hand to help with any queries you may have so please do not hesitate to contact pa@pcp.uk.net

Please see important key dates below. PCP will endeavour to stick to these dates but sometimes may need to reschedule or extend. If it changes, we will let you know.

Recruitment Stages	Date
Closing Date for Applications	N/A
Shortlisting	As applications are received
Informal Interviews	As required

This process will close once PCP has recruited the required number of trustees.

PCP is an equal opportunities charity and wants to ensure that all applicants are considered solely on their merits. We aim to provide genuine equality of opportunity, recognising and respecting each other's differences to empower a culture of creativity and innovation so everyone feels valued.

How do I express an interest?

Please complete the application form at the end of this document returning it to:

Email: pa@pcp.uk.net

Post: PA Team, Pioneering Care Partnership, Carers Way, Newton Aycliffe, DL5 4SF

Shortlisting

PCP's Chair and Chief Executive will review applications as they arrive and we will contact you to let you know the outcome of this review.

Informal Interviews

The Chair and Chief Executive will then hold informal interviews/meetings with potential trustees. This is a two-way process to enable us both to get to know a little more about one another.

Observation of Board Meetings

We encourage those who are interested in becoming a trustee to attend a Board meeting to see the format, structure and processes for PCP's governance and oversight. This provides an opportunity for prospective trustees to meet the trustee team.

Following this a further discussion will take place to agree next steps.

PCP Projects and Services (current as at 31st August 2022)

Befriending Support Pioneering Care Centre	A friendly group in Newton Aycliffe providing, support, companionship and a range of activities to engage and support individuals.
Cancer Awareness County Durham	Raising awareness on the prevention of cancer, symptoms and screening and promoting lifestyle choices to reduce cancer risks.
Community Classes Pioneering Care Centre	A range of classes and courses aimed at improving lifestyle and health, increasing physical activity, making friends and developing confidence.
County Durham Wellbeing Resilience Team	Working in partnership with the Tees Esk and Wear Valley (TEWV) NHS Foundation Trust to support people with the emotional and mental health impact of the pandemic.
County Durham Poverty and Health Alliance	Working with system partners including, Public Health, Integrated Commissioning and the voluntary and community sector the potential for a new poverty and health alliance is being explored.
Community Events Newton Aycliffe	An annual events programme, free to local people including Christmas and Summer Fayres.
Community Garden Pioneering Care Centre	Maintained by a dedicated team of volunteers maintaining, the garden boasts a beautiful selection of plants, flowers, fruit trees, community allotments and seating for people to enjoy.
Garden Gym Pioneering Care Centre	A safe place for people to exercise outside and enjoy the fresh air; access to free exercise equipment in social setting aims to improve individuals physical and mental wellbeing.
Community Connect Stockton-on-Tees	A social prescribing link worker model helping people with confidence, making informed choices and accessing local groups, activities and services in the community.
Community Learning Pioneering Care Centre	A range of courses aimed at improving lifestyle and health, skills or employability.
Community Wellbeing Champions Stockton-on-Tees	Recruiting, developing and supporting a range of Community Champions to represent the diverse communities and ensure public health messaging is consistent and appropriate.
Cycle Group Pioneering Care Centre	Providing adult cyclists of all ages with an opportunity to develop cycling confidence, socialise and reduce isolation.
Garden Kitchen Café Pioneering Care Centre	A community café providing an opportunity for people to come together in a safe and friendly environment within the PCC.
Independence Complaints Advocacy Stockton on Tees	A free advocacy service can guide you through making a complaint about NHS services, by providing you with practical support, advice and information
Happiness Hubs County Durham and Darlington	A community grant programme supporting local voluntary organisations in County Durham and Darlington to deliver activities which promote positive mental wellbeing and support.

PCP Projects and Services Continued

<p>Healthwatch</p> <ul style="list-style-type: none"> • County Durham • Middlesbrough • Redcar & Cleveland • Stockton • Sunderland • South Tees 	<p>Healthwatch is an independent champion and provides a way for local people to communicate, challenge and shape the decisions of commissioners and service providers to improve health and social care services. The Government's health and social care reforms centre on the fundamental principle that citizens must be at the heart of everything our health and social care services do.</p>
<p>Hydrotherapy Pool Pioneering Care Centre</p>	<p>Hydrotherapy involves exercises that you do in a warm-water pool. The water temperature is usually 33–36°C, which is warmer than a typical swimming pool. Hydrotherapy is helpful to improve mobility and flexibility of joints. It is sometimes used after joint replacement surgery, for back pain, arthritis etc.</p>
<p>Community Mental Health Lived Experience Lead County Durham</p>	<p>The NHS Long Term Plan sets out an ambition to transform the work of local mental health teams to ensure support is appropriate and accessible. Ensuring local people have a strong voice in service designs and transformation plans is a key priority, PCP will support this work in County Durham.</p>
<p>Macmillan Joining the Dots County Durham</p>	<p>Delivered in partnership with County Durham and Darlington NHS Foundation Trust (CDDFT) and PCP, the service supports people aged 18 and over who have been diagnosed with cancer. The service also works closely with the friends, carers and relatives of those diagnosed living with cancer.</p>
<p>Options Pioneering Care Centre</p>	<p>A member-led day service that equips adults with learning and physical disabilities with life skills to make informed choices.</p>
<p>Options Social Club County Durham</p>	<p>A weekly evening social club for adults with learning and physical disabilities, providing opportunities to make friends and socialise safely with activities to entertain and engage.</p>
<p>Physical Health Worker County Durham Mental Health Team</p>	<p>Part of a new multi-agency approach PCP provides Physical Activity and Health Worker support into Community Mental Health teams; recognising the impact of physical health on good mental wellbeing.</p>
<p>Pop-Up Hubs County Durham and Darlington</p>	<p>This is a responsive mental health support project to work in targeted communities, based on intelligence and emerging need. Offering guidance, signposting, early intervention and prevention.</p>
<p>Primrose Lodge Durham</p>	<p>A dedicated activity worker based in Primrose Lodge, a mental health rehabilitation and recovery unit, working with patients to provide diversionary activities and health improvement sessions.</p>



PCP Projects and Services Continued

<p>Research</p> <ul style="list-style-type: none"> • Befriending and Peer Support • Learning Disability and Autism • COVID Recovery 	<p>Mapping provision of services currently available in County Durham, the aim of this research is to consider best practice, review any gaps in support. Research will be reviewed by the multi-agency Resilient Communities Group who will then look to test new approaches.</p>
<p>Room Hire Pioneering Care Centre</p>	<p>Well-equipped meeting and clinical rooms available to hire for meetings, classes, courses and events.</p>
<p>Together 21 North East</p>	<p>Support children and young people with Down syndrome and their families through sessions that promote learning, life skills and peer support opportunities.</p>
<p>Volunteering</p>	<p>Providing volunteering opportunities across the vast array of projects and services to support with personal growth and development.</p>
<p>Walking Group Pioneering Care Centre</p>	<p>Providing adults of all ages with an opportunity to socialise and walk together whilst exploring the vast array of public walkways around Newton Aycliffe.</p>
<p>Adult Wellbeing</p>	<p>Delivered in partnership with County Durham and Darlington NHS Foundation Trust (CDDFT) Wellbeing for Life (WBFL) supports people to:</p> <ul style="list-style-type: none"> • Eat healthier, lose weight or gain weight. • Be more active. • Stop smoking. • Raise awareness of impacts of alcohol and drugs. • Access services in the local community.



PCP Projects and Services Continued

<p>Wellbeing for the Time-being (WB4TB) County Durham</p>	<p>Providing support for patients awaiting operations or other hospital treatment with a short-term alternative. Helping patients to be surgery ready, including weight management, physical activity/strength or better diabetes self-management.</p>
<p>Workplace Health County Durham</p>	<p>Providing general health support and information to businesses in County Durham. The team also supports organisations to achieve the Better Health at Work Award (BHAWA) providing training, resources and assessment against a specific kitemark criteria to achieve a regional BHAWA.</p>
<p>Workplace Health Sunderland</p>	<p>Working with the Sunderland City Council Workplace Health team PCP provides the assessment and verification of BHAWA applications.</p>
<p>Workplace Health Hartlepool</p>	<p>Working with the Hartlepool Borough Council Workplace Health team PCP provides the assessment and verification of BHAWA applications.</p>

Behind the scenes PCP's benefits from a dedicated team of core/infrastructure staff. This includes:

- ✿ Leadership & Governance
- ✿ Business Development
- ✿ Finance and Payroll
- ✿ Operations (Health and Safety, ICT, Information Governance)
- ✿ Human Resources Volunteering Support
- ✿ Marketing & Communications
- ✿ Quality



Useful Links / Reading

External:

- Charity Governance Guidance (CC3a)
<https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>
- Commission Automatic Disqualification Check
<https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities>
- The Essential Trustee
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Charity trustee: what's involved
<https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>
- NCVO Trustees and their role
<https://www.ncvo.org.uk/help-and-guidance/governance/what-is-governance/trustees-and-their-roles/#/>
- Good Governance
<https://www.charitygovernancecode.org/en/front-page>

Internal:

- [Current Trustee Bios](#)
- [Latest Annual Report](#)
- [Volunteering at PCP](#)
- [PCP Policies and Procedures](#)
- [Latest News](#)

And finally

At PCP we pride ourselves being a good employer and continuously challenge ourselves to improve. We have a focus on quality and value the insights external assessments can bring, helping us to consistently consider best practices and refine the support we provide. These include:

Investors in People - Gold

Investors in People (IIP) assesses how organisations perform against a set framework considering employee engagement, communication culture and work practices, PCP achieved the original IIP standard in 2002 and since then have worked our way through the ranks achieving Gold Standard in 2020.



North East Better Health at Work Award Ambassadors

Better Health at Work Award recognises the efforts of employers in the North East and Cumbria in addressing health issues within the workplace. Each year PCP delivery a range of activities and challenges supporting staff wellbeing, underpinned by a Health and Wellbeing Strategy. The employee health needs assessment also helps us to target campaigns for staff.



Mindful Employer & Disability Confident

Mindful Employer is a UK-wide initiative aimed at increasing awareness of mental health in the workplace. We have a number of mental health champions at PCP and we proactively challenge stigma and discrimination not only in the workplace but in communities too. We are also a 'disability confident' employer and positively encourage people with disabilities to work with us.



Environmental Awareness

PCP has pledged to understand the impact the organisation has on the environment; monitor energy consumption and actively strive to reduce it. We increase awareness and encourage ideas to take positive action at work, home and in the community.

The Queen's Award for Voluntary Service

The Queen's Awards for Voluntary Service is awarded to organisation's recognising the outstanding difference volunteers and voluntary organisations make across the UK. It is the national benchmark for excellence, equivalent to an MBE. PCP were overwhelmed to be independently nominated and then awarded The Queen's Award for recognition of the role we've play for over 20 years' supporting communities.



**The Queen's Award
for Voluntary Service**

We look forward to reading your application and hearing how you would like to contribute to our ongoing work. Very best of luck.